



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

7/31/14

Kelly Hill  
621 Melville  
West Burlington IA 52655

Dear Kelly,

This letter is in regards to the 7/31/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Kelly needs to put child lock on right side door of kitchen sink cabinet to prevent access to chemicals contained there.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

**Kelly needs to show documentation of current physical and immunization status for Polio, MMR and dTap for Emma. The provider physical form she can utilize for this was provided at the visit.**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Kelly needs to show documentation of current course completion for Emma.**

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

**Kelly needs to show documentation of current physical and immunization status for Polio, MMR and dTap for Emma. The provider physical form she can utilize for this was provided at the visit.**

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

**Kelly needs to show documentation of current course completion for Emma.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Need updated physical for C.T.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need for Q.W.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need updates for C.T.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 9/15/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **9/15/14**.

Please do not hesitate to contact me at DHS at (319) 372-3651 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

*MACHELLE PEZLEY*  
Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or

federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).